



WINDSOR SEVERANCE FIRE RESCUE

100 N. 7th Street • Windsor • Colorado • 80550
970-686-2626

REGULAR BOARD MEETING Virtual Meeting for Public Thursday, July 8, 2021 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Pearson, Stevenson, Hansen, Rosen, and Thorn. Chief Kazian, Chief Chapman, Battalion Chief Todd Vess, Fire Marshal Friedrichsen, Captain Dykstra, Human Resource Manager Lucy Zamarripa, Ruthie Knief, Financial Manager Gabe Buldra, Dan Spykstra from Wember, Abbie and Ty from Haynie and Company, and members of the public were present at the remote meeting.

III. APPROVAL OF AGENDA

Director Rosen submits a motion to approve the Agenda as presented, Director Stevenson seconds, all "Aye". Approved.

IV. SPECIAL RECOGNITION - RETIREE MIKE BLACKWILL

- I. Mike Blackwill Retiring After Serving 24 Years with WSFR
 - i. WSFR Proclamation Declaring July 22 as Mike Blackwill Day
Michael Blackwill will be WSFR's first career retiree after serving 24 years at the organization. Chief Kazian read the Proclamation for all. Chief Blackwill said it was a great career to be in and has done wonders for him personally. Director Pearson thanked Chief Blackwill for his service and reflected on how long he's known Chief Blackwill.

V. REGULAR BOARD MEETING

- I. Public Forum:

- i. Public Comments

This portion of the meeting is provided to allow the public to present comments or concerns not listed/related on the agenda. The public may speak on any agenda item during the meeting at the onset of the agenda item. The public comment period will be limited to three (3) minutes. Respectful communication is welcomed; outbursts, interruptions, and personal attacks will not be tolerated. Interaction with the Board of Directors is inappropriate. If further discussion is needed, the topic or concern may be placed on a future agenda.



WINDSOR SEVERANCE FIRE RESCUE

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Public Comments - None

II. Consent Agenda – Discussion/Possible Actions:

The Consent Agenda is intended to allow the Board to spend its time and energy on the important items on a lengthy agenda. Administration recommends approval of the Consent Agenda. Anyone may request an item on this agenda to be "pulled" off the Consent Agenda and considered separately. Agenda items pulled from the Consent Agenda will be considered separately under Pulled Consent Items. Items remaining on the Consent Agenda will be approved by Board with one vote. The Consent Agenda consists of items of no perceived controversy and routine administrative actions.

- i. June 10, 2021, Regular Meeting Minutes
- ii. WSFR and Weld RE-4 IGA

Director Stevenson submits a motion to approve the Consent Agenda as presented, Director Rosen seconds, all "Aye". Approved.

III. Financial Report and Updates

- i. Presentation: 2020 WSFR Financial Audit - Haynie & Company
- ii. Discussion/Possible Action: Approval of 2020 WSFR Financial Audit
Ty Holman, lead partner, stated no significant policy changes or anything unusual was found for 2020; it was a straightforward audit. As it relates to Pension, they did look at the actuarial studies. For financials, there were no weaknesses or a significant issue. Overall, it was a smooth audit for a first year.

Abbie, partner, gave an overview of the audit and recommendations and presented the Board and command staff a with a breakdown for each section of the report. Capital Assets – increased in 2020; Debt has been decreasing; Net Position is an indicator of the health of the organization and WSFR's has grown showing financial strength; Revenue shows a big year for Wildland revenue; Budget to Actual reflects one for each fund and the audit ensure the expenditures don't exceed the budget. Haynie and Company will provide a clean audit opinion with the final letter.

Director Hansen asked about current assets and other assets in accounts receivable – aren't they the same? Abbie said the taxes are assessed in one year and paid in the following. She said they will clarify that in the final audit. Director Hansen also mentioned that the 10-year pension schedule doesn't include 2020. Abbie said they assess that and move it forward for 2020 stating the current is December 31, 2019. The Pension is always a year



WINDSOR SEVERANCE FIRE RESCUE

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behind.

Director Thorn submits a motion to approve the draft WSFR Financial Audit as presented, Director Pearson seconds, all "Aye". Approved.

iii. Discussion/Possible Action: Approval of June 2021 Monthly Financial Report/Bill Ratification

Director Gabe Buldra stated our property tax collection was under our projection but are closer for YTD; projection based upon previous collections. For non-tax revenue, we were over due to permits for Station 4. For other expenses, we were under budget for the month of June with the exception of Comm & IT due to the purchase of MDTs earlier in the year. We are at 44% of budget.

Director Stevenson submits a motion to approve the June 2021 Monthly Financial Report and Bill Ratification, Director Rosen seconds, all "Aye". Approved.

iv. Information: 2022 Budget Preparations and Process

Chief Kazian said we are starting to prepare for next year's budget and reviewing our salary scale. Director Buldra said they are doing slight modifications to the chart of accounts to help aid program managers. Director Buldra said they plan on bringing the first draft budget to the Board in August for review. A draft budget must be presented to the Board by October 15. Chief Kazian said the draft budget for 2022 looks favorable but there's always oil and gas and other unknowns. Chief Kazian said a budget workshop can be added, if necessary.

IV. District Update

i. Reports

1. 2022-2024 Strategic Report Update

Chief Kazian said the planning sessions are coming along with most of the work completed; we decided to draft a three-year plan rather than a five-year plan due to the unknowns currently in play. Hoping to have a draft plan at the September meeting. Director Thorn wanted to make sure there was a budgetary link to the plan. Chief Kazian said the plan reflects strategic objectives which are reflected in the budget.



WINDSOR SEVERANCE FIRE RESCUE

100 N. 7th Street • Windsor • Colorado • 80550
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2. WSFR Monthly Response Report

Chief Chapman said unit reliability remains in the 90th percentile. Noticing Station 2's reliability is dropping closer to 90% which corresponds to the increased call volume we've been seeing in the Severance area. We are trending up with call volume – above 20% increase so we should surpass last year's number of calls if we maintain that trend. Chief Chapman said he reviewed the numbers in 2019 vs today to see the impact Covid has on call volume – that puts us at a 10% call increase. We continue to watch responses for the Station 4 area and found that it is our second busiest zone. With two companies at Station 1, the reliability may be misleading for Station 1 – making it more reliable due to the extra staffing. Director Hansen asked how reliability was calculated and Ruthie explained that she looks at the calls where an engine crosses into another zone to see if they were covering for an engine or were correctly dispatched.

3. WSFR Division Reports

a. Life Safety Division – Gotham Greens Variance Consideration

Fire Marshal Sandi Friedrichsen said Gotham Greens is a basil and lettuce growing greenhouse. They had asked for a variance to not sprinkler the greenhouse and the areas around it. The structural engineer said the greenhouse would not support the sprinkler system. The variance has been approved on a preliminary basis. The current greenhouse and packaging facility is a 135,000 sq foot building and Gotham Greens may build other buildings.

Future Legend is starting up again and Sandi talks with them next week. Director Thorn is concerned about the traffic related to the new Future Legend complex.

Sandi reported another busy month for Life Safety. We surpassed 9,000 followers on social media. Director Rosen said he is impressed with all the posts on social media and what we do for the community in the name of prevention. Sandi also stated that she and Morgan started a food truck application for inspections that has now gone statewide – allowing food trucks to move around without having an inspection performed by each county.

ii. Personnel

1. Training Chief Job Posting



WINDSOR SEVERANCE FIRE RESCUE

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HR Manager Lucy Zamarripa said the training chief position opened today and we hope to have first round of interviews the week of Aug 9th with a start date of Oct 11th. We have already received numerous phone calls and texts.

iii. WSFR Activities and Events

1. Recap of Open House Event

Fire Marshal Sandi Friedrichsen said we had around 2500 attendees from the community. This year's event was geared more towards family and was successful. We've heard positive feedback from the community.

2. Chief Blackwill's Retirement Walkout Ceremony – Thursday, July 22

The ceremony will take place at 3:00pm at Station 1. On Friday, July 23, there will be a party at the Legion, at 5:30pm, to celebrate the retirement.

3. Employee Summer Family Picnic Appreciation Event – Saturday, August 21, 2:00pm

It will be at the new Riverwalk on Eastman Park. There will be food trucks for dinner and dessert. A formal invite will be sent soon.

iv. Facilities & Apparatus

1. 1987 Freightliner – Water Tender status

Chief Kazian said we got the tender evaluated by PFA mechanic. It will take more work than originally thought to get it into working order. Chiefs Kazian and Chapman plan to review it more next week and figure out the next best steps.

v. Other District Related Matters

1. Update: Consideration for WSFR Master Plan Consultant

Chief Kazian sent the Board a couple of plans from other fire departments to read through and get some insight.

2. Wildland Deployment – Backbone Fire

WSFR sent three folks to the Backbone fire in Arizona. We billed around \$51,000. We are back on the board for deployment.

V. Staff Items

i. Station 4

1. Discussion/Update: Project Status

Dan Spykstra from Wember said we have made some good progress since the groundbreaking. Utilities are going in. Concrete work has started on the basement. They have been working with Great Western



WINDSOR SEVERANCE FIRE RESCUE

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Petroleum since they are running a lot of trucks along the site. Great Western will alert the builders when there will be heavy truck traffic. Dan says it's a safety concern. There will be a schedule update at the end of the month and Dan expects us to be behind schedule a little due to supplies.

- ii. Discussion/Possible Action: Consideration of New Engine Purchase
Chief Kazian said due to price increases, we don't want to delay the purchase of a new engine. Chief Chapman has worked diligently with a committee to do the necessary spec work. They looked at what was ideal and realized they need to get another 5-10 years from the engine as reserve status. We would use HGAC again as we did with the Tower. There is an 18 month build gap between engine 2 and 3; Director Pearson said he doesn't want to delay the purchase since there will be more engine replacement down the road. The payment is 30 days from the contract. Per Director Buldra, the prepayment is a better investment rather than keeping the money in CSafe and paying later. Chief Kazian said he is comfortable with the prepayment. The money for the engine is funded in the Capital Fund. The money has already been allocated.

Director Stevenson submits a motion to approve Purchase Order #2021-165 in the amount not to exceed \$825,000 to Front Range Fire Apparatus. Director Rosen seconds. Roll Call: All "Aye". Approved.

- iii. Information Only: Surplus Equipment
Chief Chapman said we have identified a fair amount of surplus equipment that is not useable by the organization. Chief Chapman said there is a program that will help find homes for surplus equipment and train those in need of it.
- iv. Discussion/Possible Action: Resolution 2021-07 Adopt Fire Annex of Larimer County All Hazards Mitigation Plan
Chief Blackwill said it's a formality to adopt the plan as it's done every five years. It causes us to do a vulnerability assessment on our District which is also required by CPSE. This also helps us receive money from FEMA for disasters. There is a similar plan from Weld County, which will be presented at next month's meeting.

Director Pearson submits a motion to approve Resolution 2021-07 to adopt the Larimer County All-Hazard Mitigation Plan, Director Thorn seconds, all "Aye". Approved.



WINDSOR SEVERANCE FIRE RESCUE

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- v. Discussion/Possible Action: Larimer County/LETA 911 IGA
Chief Kazian said this is approximately a 28-agency document.

Director Stevenson submits a motion to approve the IGA with LETA as presented and approved by legal counsel, Director Pearson seconds, all "Aye". Approved.

- vi. Discussion/Possible Action: Consideration of Opening Board Meetings to In-Person Public Attendance and Future Zoom Options
Chief Kazian said area agencies have opened their meetings to be in-person; however, he would like to see zoom remain as an option. Director Rosen is concerned about having the meeting open to in-person meetings due to ongoing Covid. Other Directors like having the zoom option and welcome the public to attend.

Director Pearson submits a motion to allow for a hybrid model for future Board meetings to include in-person and digital platforms for attendees, Director Stevenson seconds, all "Aye". Approved.

VI. Board of Directors Items

1. Weld-RE 4 Hosting Joint Elected Official Work Session – Monday, July 19th, 5:00pm Meeting (Dinner 4:45pm)
The work session will take place at Windsor High School cafeteria.

VI. ADJOURNMENT

Director Pearson submits a motion to adjourn the July 2021 Regular Board Meeting, Director Stevenson seconds. All "aye". Approved.